Inventory-VAC TRAK Quick Reference Guide - Inventory

Search/Add a New Lot Number

The Lot Number function allows you to track your vaccine inventory and gives you access to several helpful reports described in this quick reference guide.

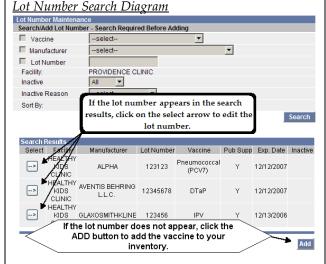
- 1. Using the navigation menu click on the **Lot Numbers** menu heading.
- 2. Click Search/Add to go to the *Lot Number Maintenance* page.
- 3. Select the type the Vaccine and the Facility name.
- 4. Click the **Search** button.
- 5. If the lot number appears in the Search Results, see <u>Adjusting Total Doses on a Lot Number</u> for next steps. If the lot number does not appear, click **Add** to go to the *Lot Number Maintenance (Add)* page.
- 6. Select the Vaccine and Manufacturer from the dropdown list and type in the Expiration Date. <u>It is critical to select the appropriate vaccine.</u>

NOTE: The system automatically selects the "Yes" radio button, indicating the vaccine is Publicly (State) Supplied. If the vaccine is privately purchased and <u>not</u> state-supplied, click on the "No" radio button.

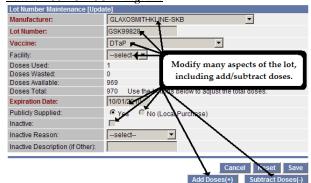
- Click the *Add* button to go to the Add To Total Doses page.
- 8. Select the Reason for Change from the drop down list.

NOTE: If the vaccine is a state-supplied vaccine, select Received from VFC Program from the drop down list.

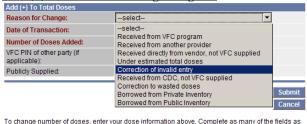
- 9. Enter the Total Number of Doses received.
- 10. Click the **Submit** button to save the lot number to VacTrAK.



Edit a Lot Number Diagram



Add (+) to Total Doses Page Diagram



To change number of doses, enter your dose information above. Complete as many of the fields as possible. Required fields are indicated by red text.

Adjusting Total Doses on a Lot Number

Use the following steps to make adjustments to your vaccine inventory. These steps will help ensure that your monthly inventory reports are correct!

- 1. Search for the Lot Number and click on the select arrow next to the Lot Number from the *Search Results*.
- 2. From Lot Number Maintenance page Click Edit.
- 3. A message box will appear indicating that while the lot number is in edit mode, it cannot be selected for entry into a vaccination record. Click **OK** to move to the **Lot Number Maintenance** (**Update**) page.
- 4. You may modify the expiration date and/or inactivate the selected lot number.
- 5. To add or subtract doses, click on the appropriate button to move to the *Add (+) or Subtract (-) Total Doses* page.
- 6. Select the reason for the adjustment from the dropdown menu.
- 7. Enter the total doses to be added or subtracted and then click the *Submit* button. This will return you to the *Lot Number Maintenance (Update)* page.
- 8. Save your changes to the system by clicking the **Save** button. If you do not click the **Save** button and move to a different page, you will lose any changes you made.

NOTE: Inactivating the selected lot number will take the lot number off of the selection popup menu for users entering an administered vaccine in a patient's record. This can be helpful because it ensures that users can only select lot numbers that are currently being used in your clinic. If you receive the lot number again from the State or private vender, it is easy to reactivate the number by un-checking the box next to the word Inactivate.

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Vaccine Administered Report

This report may be used as an aid to complete the monthly usage report as required for ordering vaccine from the Immunization Program.

- 1. Using the navigation menu, click on the **Reports** heading.
- 2. Click on Report Module to bring up the Reports page.
- 3. Under the Vaccines for Children heading, click on Vaccine Administered to bring up the *Vaccine Administered Report*.
- 4. Select the criteria for your report: Vaccination Date Range, Facility and Funding Type (public is state-supplied vaccine, private is vaccine purchased by your IRMS).
- 5. Click the *Create* button to generate the report which will be displayed in a separate browser window.
- 6. Print the report using your browser's print function.

Months

Lot Number Summary Report

This report may be used as an aid to complete the monthly inventory report as required for ordering vaccine from the Immunization Program.

- 1. Using the navigation menu click on the **Reports** menu heading.
- 2. Click on Report Module to bring up the *Reports* page.
- 3. Under the Vaccinations heading, click on Lot Number Summary to bring up the *Lot Number Summary* page.
- 4. Select the criteria for your report.
- 5. Click the *Create Report* button to generate the report.
- 6. Print the report using your browser's print function.

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Vaccine	Dose #	< 3	3-5	6-7	8-11	12-23	2-3	4-6	7-11	12-13	14-18	19-24	25-44	45-64	65+	Total	
DTaP																	
	1	36	34	25	12	1119	114	55	6	1	1	1	1	0	0	1405	
	2	0	11	5	3	111	17	249	3	0	0	0	1	0	0	400	
	3	0	1	7	3	30	16	49	1	0	1	0	0	0	0	108	
	4	0	0	0	0	178	86	63	1	0	0	0	0	0	0	328	/ 1/2 a a i a a
	5	0	0	0	0	1	11	842	2	0	0	0	0	0	0	856	<i>← <u>Vaccine</u></i>
	6	0	0	0	0	0	0	11	2	0	0	0	0	0	0	13	A 1 · · · 1
	Total	36	46	37	18	1439	244	1269	15	1	2	1	2	0	0	3110	<u>Administered</u>
DTaP/Hep B/IPV	-																<u>Report</u>
	1	1812	165	43	28	27	27	18	1	1	1	1	1	0	0	2125	
	2	0	1686	145	44	26	Reno	ort Criteria	a·								Report Date: February 2, 200
	3	0	116	1336	159	65											Hoport Dator 1 oblidary 2, 200
	4	0	0	0	1	4	IRN				- TEST PF	ROVIDER					
	Total	1812	1967	1524	232	122		cility: C PIN:		AII 9999	00						
								Vaccine Name:			Include Inactive Lots: No						
								Manufacturer:				Include Expired Lots: No					
								Expiration Date Range:				Publicly Supplied Only: No					
Lot Number ⇒						Rep	Report Date Range:						Sort Order				
			<u>L</u>	.ot Λ	lumi	<u>ber</u> ⇒											
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								nher	Vaccin	e Name		Manu	facture	r Exp	oires ,	Supplied	Available Used Wasted Total Inactive

DTAPTEST

GSK99828

DTaP

Total for DTaP

View Lot Log

The View Lot Log report allows you to view activity for doses received, added and/or subtracted for a specific lot number. It does not show the doses administered (See <u>Vaccine Administered Report</u>).

- After searching and selecting a Lot Number from the Lot Number Maintenance page, click the View Lot Log button.
- 2. To print the log, use your browser's print function to print the page.
- 3. To return to the *Lot Number Maintenance* (*Detail*) page, click the *Back* button.

Lot Recall Listing Report

In case of a manufacturer lot recall, run a report to determine patients that received a particular lot of vaccine.

- 1. Using the navigation menu, click on the **Reports** menu heading.
- 2. Click on Report Module to bring up the *Reports* page.
- Under the Vaccinations heading, click on Lot Recall Listing to bring up the Lot Recall Report Listing page.
- $4. \ \ \mbox{Select the Lot Number you want to recall.}$
- 5. Click the *Create Report* button to generate the report.
- 6. This report shows the patient's name, date of birth, vaccination date, and facility where vaccinated.

ABBOT

12/31/2012

1002

20

1010

0

GLAXOSMITHKLINE 10/01/2010

Years